From: Ruminski, Andrea K CIV USARMY CESPD (US) <Andrea.K.Ruminski@usace.army.mil>
Sent: Saturday, September 2, 2017 12:25 PM
To: Mason, Steve
Cc: Koger, Cory S CIV USARMY CESPK (US); EOC Water; Appelfeller, Frank A CIV USARMY CELRD (US)
Subject: RE: Wastewater Treatment Facilities in TX (UNCLASSIFIED)
Attachments: EPA USACE WnWW Field Guide 2017 April reduced.pdf

Importance: High

CLASSIFICATION: UNCLASSIFIED

Good afternoon Steve,

Cory Koger, CC'ed on this email, and I have been deployed to the TX JFO in support of Hurricane Harvey response activities. We've been mission assigned to assist with reporting w/ww operational status and assessment activities up through ESF#3. FEMA is looking to USACE HQ for this information. Therefore I respectfully request a courtesy copy of sitreps/statreps/reports that are being generated which contain w/ww related information. I understand EPA Reg 6 is currently augmenting TCEQ efforts and call-outs/assessments are underway utilizing the Natural Disaster Working Group and that great headway is being made. Our goal is to ensure progress is reported up through ESF#3 per the attached field guide, specifically section 8.5. We received a copy of the OW Management Report for Hurricane Harvey and believe that would satisfy reporting requirements at this time. Periodically we do get requests for information regarding specific facilities deemed critical (e.g. NE Houston Water Purification Plant, City of Beaumont Water Treatment Plant) and would appreciate any updates on critical facilities as they become available.

Additionally, USACE has been tasked by FEMA to deploy an individual to attach to FEMA IMAT East-1 to work together to get an understanding of any water/wastewater infrastructure assistance needs in Houston and Harris County. Frank Appelfeller will be reporting to Patrick Duncan, Chief, FEMA Infrastructure Branch tomorrow morning when he arrives in Houston. Any assistance getting him linked up with EPA/TCEQ activities in the Houston area would be greatly appreciated.

I did not have a phone contact for you but I am happy to discuss. I can be reached at 415.286.6088.

Thank you,
Andrea

Andrea Ruminski
Infrastructure Assessment - SME
USACE South Pacific Division
415.286.6088

-----Original Message-----
From: Mason, Steve [mailto:mason.steve@epa.gov]
Sent: Wednesday, August 30, 2017 1:47 PM
To: Newbaker-London, Elaine E CIV USARMY CESWD (US) <Elaine.E.Newbaker-London@usace.army.mil>; Hill, M A (Tony) CIV USARMY CESWL (US) <Tony.Hill@usace.army.mil>

Cc: Ruminski, Andrea K CIV USARMY CESPD (US) <Andrea.K.Ruminski@usace.army.mil>; Randon, Frank CIV CEHQ NCR2 (US) <Frank.Randon@usace.army.mil>; Semento, Anthony L CIV USARMY CESWD (US) <Anthony.L.Semento@usace.army.mil>; Kaiser, Richard A LTC USARMY 95 DIV INST TNG (US) <Richard.A.Kaiser@usace.army.mil>
Subject: [EXTERNAL] RE: Wastewater Treatment Facilities in TX

TCEQ and EPA have a team calling each water and wastewater treatment facility in the impacted areas to determine operational status... They have over 6,900 facilities to make calls to... additionally TCEQ and EPA are beginning site visits to these facilities in the Corpus Christi area to determine operational needs...

Is there a particular facility you are interested in...

With Regards, Steve

-----Original Message-----
From: Newbaker-London, Elaine E CIV USARMY CESWD (US) [mailto:Elaine.E.Newbaker-London@usace.army.mil]
Sent: Wednesday, August 30, 2017 11:59 AM
To: Mason, Steve <mason.steve@epa.gov>
Cc: Ruminski, Andrea K CIV USARMY CESPD (US) <Andrea.K.Ruminski@usace.army.mil>; Randon, Frank CIV CEHQ NCR2 (US) <Frank.Randon@usace.army.mil>; Semento, Anthony L CIV USARMY CESWD (US) <Anthony.L.Semento@usace.army.mil>; Kaiser, Richard A LTC USARMY 95 DIV INST TNG (US) <Richard.A.Kaiser@usace.army.mil>
Subject: Wastewater Treatment Facilities in TX

Mr. Mason,
Would like to request information on the status of the wastewater treatment facilities in the Houston area and/or Harvey-impacted areas.

V/r,

Elaine

Elaine Newbaker-London
Deputy Chief, RCO
US Army Corps Engineers, SWD
1100 Commerce St.
Dallas, TX 75242
469.487.7050 (desk)

CLASSIFICATION: UNCLASSIFIED

Water/Wastewater Infrastructure Response

Field Guide

US Army Corps of Engineers

US Environmental Protection Agency

April 2017

1 PURPOSE

A. This field guide intends to standardize the way in which the Federal Government responds to disasters, natural and man-made, affecting drinking water and wastewater infrastructure to ensure that missions are properly managed and coordinated. Successful response to and recovery from an incident impacting critical drinking water and wastewater services requires collaborative and coordinated efforts.

B. This field guide defines the roles and responsibilities of the lead and support agencies for Emergency Support Function #3 – Public Works and Engineering (ESF #3) in providing support to response efforts involving drinking water and wastewater infrastructure across many potential types of incidents. This field guide does not address oil and hazardous materials incidents which would fall under ESF #10 – Oil and Hazardous Materials and involve different parties within EPA and other federal partner agencies (United States Coast Guard (USCG)/Department of Homeland Security (DHS)).

C. This field guide provides guidance to the US Army Corps of Engineers (USACE) Infrastructure Assessment (IA) Planning Response Teams (PRT) and the US Environmental Protection Agency (EPA) Water Emergency Response Teams (WERT). This document includes an overview of the USACE IA PRT and EPA WERTs roles and responsibilities and mission execution as it pertains to responding to requests for assistance during a declared disaster.

D. Under the direction of the Federal Emergency Management Agency (FEMA) and provisions of the Stafford Act, the Federal Government provides assistance to state, tribal, and local governments in response to state or federally recognized tribal requests for assistance or in accordance with Section 501(b) of the Stafford Act. The National Response Framework (NRF) and associated Emergency Support Function (ESF) Annexes provide the coordinating structures that support response efforts and are the basis for this field guide.

2 REFERENCES

A. Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), 42 U.S.C. §§5170a, 5170b, and 5192, as amended

B. U.S Department of Homeland Security, National Response Framework, June 2016

C. Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 42 U.S.C. §9601, et seq.

D. Clean Water Act (CWA), 33 U.S.C. §1251 et seq.

E. Safe Drinking Water Act (SWDA), 42 U.S.C. §300f et seq.

F. USACE Infrastructure Assessment Planning Response Team Standard Operating Procedures, March 2012

G. USACE Pre-Declaration Pre-Scripted Mission Assignments, January 2015

H. USACE Post-Declaration Pre-Scripted Mission Assignments, January 2015

3 DEFINITIONS

A. Non-Hazardous Material Incident: For the purposes of this field guide, the term "Non-Hazardous Material Incident" is used to describe a natural disaster or other incident that does not also involve significant contamination of drinking water and wastewater infrastructure by oil or hazardous materials first requiring an ESF #10 response. Incidents involving contamination of water/wastewater systems or other hazardous materials related incidents are not addressed in this field guide.

B. Water Sector: the term "water sector" is used in this document to refer to drinking water treatment plants, wastewater treatment plants, distribution systems, lift stations, storm water channels and other drinking water and wastewater infrastructure.

4 INTERGOVERNMENTAL TEAM

The NRF outlines fifteen Emergency Support Functions which provide structure to respond to incidents. Each ESF has a coordinating agency, and primary and support agencies. For non-hazardous material incidents, it is expected that FEMA will mission assign ESF #3 – Public Works and Engineering - for drinking water/wastewater response missions. Roles and responsibilities of FEMA, USACE and EPA under this expectation is as follows:

1. DHS/FEMA – the FEMA Administrator is the principal advisor to the President, the Secretary of Homeland Security, and the National Security Council regarding emergency management. The FEMA Administrator's duties include operation of the National Response Coordination Center, the effective support of all Emergency Support Functions, and, more generally, preparation for, protection against, response to, and recovery from all-hazards incidents[1]. The primary FEMA role associated with this field guide is issuance of Water/Wastewater Mission Assignments (MA) to ESF #3. FEMA may elect to use the water infrastructure Pre-Scripted Mission Assignments as a template for MA development.

2. USACE - USACE is the coordinating agency for ESF #3 and is the primary agency for water sector response activities following incidents. DHS/FEMA may issue mission assignments to USACE to execute response tasks related to drinking water and wastewater infrastructure under ESF #3 as outlined in the ESF #3 Annex. ESF #3 includes several support agencies that may provide response assistance, including EPA. Emergency responses related to drinking water and wastewater infrastructure require the synthesis of technical and management experience, and the expertise and capabilities of USACE, EPA and other support agencies. USACE maintains lead responsibility to deploy personnel to coordinate and execute all necessary assessments, evaluations, and design/build response and recovery actions associated with drinking water and wastewater infrastructure in the affected area in coordination with the appropriate state and local agencies or tribal government, as directed by DHS/FEMA.

[1] U.S Department of Homeland Security, National Response Framework, June 2016

3. EPA - EPA is a support agency to ESF #3. Once an ESF #3 Mission Assignment is issued by DHS/FEMA, USACE should coordinate with EPA to accomplish response and recovery efforts related to drinking water and wastewater infrastructure. EPA may be tasked to perform activities outlined in the ESF #3 Annex as further described in Section 5, "Types of Missions".

   The EPA has jurisdiction over efforts to ensure safe drinking water and protect the waters of the United States from pollution, so water infrastructure missions will require robust coordination with the EPA. USACE water infrastructure missions will also require coordination with FEMA, local public works, state public health and environmental agencies, as well as Recovery Field Office (RFO)/impacted District staff.

   Successful water sector missions not only rely on the close coordination and communication among federal agencies, but also state, local, and tribal governments. For this reason, it is important that water sector interests are considered early in the response effort by those developing Mission Assignments and at the appropriate response node (e.g. state EOC or the Joint Field Office).

5 TYPES OF MISSIONS

Federal support for the water sector falls under any of two broad, but distinct categories: Federal Operations Support and Direct Federal Assistance.

5.1.1 Federal Operations Support

DHS/FEMA may task USACE or EPA under ESF #3 to provide situational awareness by supporting the water sector at the Regional Response Coordination Center (RRCC) and Joint Field Office (JFO), and serving as a liaison to local, county, and state agencies (e.g., public health and/or environmental departments, Emergency Operations Centers (EOCs), and emergency management agencies (EMAs). DHS/FEMA may also task USACE or EPA under ESF #3 to assist with implementation of the public assistance program for the water sector.

When mission assigned and directed by DHS/FEMA, USACE maintains lead responsibility to deploy personnel to coordinate and execute response and recovery actions associated with drinking water and wastewater systems in the affected area in coordination with the appropriate state agencies.

If EPA assistance is needed, in coordination with the EPA ESF #10 representative at the RRCC and/or JFO or through the EPA Regional 24-hour hotline, USACE may develop a scope-of-work and issue an ESF #3 sub-task to EPA for water sector technical specialists to support the federal response. Although each disaster is unique, the following are examples of the types of support the sub-task may include:

1. Deploy water sector technical specialists to the RRCC, JFO, state EOC, or other coordination centers. This includes pre-deployment of technical specialists to the state EOC in advance of cyclone landfall.
2. Coordinate with state(s) and USACE on pre/post event-specific planning and preparation for the rapid evaluation of water and wastewater facilities, treatment units, conveyance systems, and piping.

3. Coordinate ESF #3 water sector response-related activities with other ESFs (e.g., ESF #4 (Firefighting), #8 (Public Health and Medical Services), #11 (Agriculture and Natural Resources), and #12 (Energy)) and interdependent sectors.
4. Provide a liaison to local, county, and state agencies to support emergency response/repair of damaged water sector infrastructure, and to restore critical water sector services.
5. Provide DHS/FEMA and/or USACE with regular water sector situation updates on water sector infrastructure, disaster related issues, and critical interdependencies.

5.1.2 Direct Federal Assistance

There are two types of Direct Federal Assistance: Technical Expertise, and Equipment Materials and Construction Assistance.

5.1.2.1 Technical Expertise

The state drinking water and/or wastewater primacy[2] agencies (via state emergency management agencies [EMA]) may request assistance to provide water sector technical expertise, conduct preliminary operational assessments, staff critical positions, sample and analyze water to ensure safety, and assist with coordination of response activities for the water sector.

When mission assigned and directed by DHS/FEMA, USACE maintains lead responsibility to deploy personnel to coordinate and execute assessments, evaluations, and design/build response and recovery actions associated with drinking water and wastewater systems in the affected area in coordination with the appropriate state agencies.

If EPA assistance is needed, in coordination with the EPA representative at the RRCC and/or JFO or through the EPA Regional 24-hour hotline, USACE may develop a scope-of-work and issue an ESF #3 sub-task to EPA for water sector technical specialists to support the federal response. Although each disaster is unique, the following are examples of the types of support the sub-task may include.

1. Assist the state or tribe in determining the status of water sector infrastructure; inventorying public water supplies and publicly owned treatment works (POTWs) within affected areas; and conducting preliminary operational assessments (e.g., operational status, emergency power status/need, and physical damage, including conducting preliminary field facility assessment surveys).
2. Coordinate among federal, state, tribal, local and municipal representatives concerning planning and execution efforts.
3. Assist in identifying critical water and wastewater needs, including personnel, electrical power, and treatment chemicals.
4. Identify laboratory support for sampling and analysis of finished drinking water to confirm suitability for human consumption.
5. Sample the intake water for a public water system.
6. Sample finished water quality.
7. Sample alternate water supplies (bulk water) to determine suitability for consumption.

[2]For purposes of this field guide, references to state primacy agency include tribes which have primacy

8. Sample wastewater treatment plant effluent.
9. Coordinate the flow of data between state and federal agencies on operational status, technical assistance needs, and analytical results.
10. Provide regular water sector situation updates to DHS/FEMA and/or USACE.

5.1.2.2 Equipment, Materials, and Construction Assistance

The state primacy agency (via the state EMA) may request direct federal assistance to provide emergency power, treatment chemicals, by-pass pumps & motor controls, and other appurtenances for individual water sector infrastructure that enable the utilities to quickly restore service that would otherwise be unavailable. During catastrophic incidents, emergency repairs may be necessary to restore partial service to critical customers, such as hospitals, shelters, and other life sustaining infrastructures. Assistance provided under this request is of a temporary nature intended to assist the utility with emergency repairs – while the utility works independently toward long-term recovery under their own authorities.

When mission assigned and directed by DHS/FEMA, USACE maintains lead responsibility to deploy personnel to coordinate and execute assessments, evaluations, and design/build response and recovery actions associated with drinking water and wastewater systems in the affected area in coordination with the appropriate state agencies. USACE activities may include (but are not limited to):

1. Provide emergency power (generators) to drinking water and wastewater facilities as mission assigned and directed by DHS/FEMA in coordination with, and as prioritized by, state officials.
2. Provide temporary small-scale drinking water and/or wastewater systems, in coordination with, and as prioritized by, state officials.
3. Provide alternate water supplies (including bulk water supplies).
4. Execute emergency design/build/repair and restoration work to support infrastructure repairs and other ESF #3 MAs. Impacted Districts will be asked to support water/wastewater infrastructure repair efforts with in-house contracting capabilities. Examples include design/build lift station repair and sewage treatment plant repair. Catastrophic event response applications may warrant full scale emergency contracting provisions to ensure robust coverage of infrastructure repairs.

6 PRE-SCRIPTED MISSION ASSIGNMENTS

There are four Pre-Scripted Mission Assignments (PSMAs) directly related to supporting response and recovery within the water sector, one pre-declaration Federal Operations Support and three post-declaration, one of which is Federal Operations Support and two Direct Federal Assistance. PSMAs are reviewed and potentially updated in the PSMA catalogue annually by FEMA.

Water and Wastewater Infrastructure Assessment – Pre-Declaration (Federal Operations Support)

This mission involves pre-positioning experts in water and wastewater systems to provide incident-specific planning and preparation for the rapid evaluation of water and wastewater

facilities, treatment units, conveyance systems, and piping. This support also includes the liaison/planning with state officials.

FEMA Public Assistance for Drinking Water and Wastewater Infrastructure (Federal Operations Support)

This mission involves providing input to assist FEMA with the initial eligibility determination process. Water resource professionals will assist with water-sector Public Assistance Program assessments of public drinking water, wastewater, and storm water infrastructure. Tasks may include participation in Preliminary Damage Assessments, reporting, and interviewing/consulting with public works entities.

Drinking Water Safety/ Water & Wastewater Infrastructure Assessment Technical Assistance to State – Post-Declaration (Direct Federal Assistance)

This mission provides technical assistance to state, tribal and/or local jurisdictions for drinking water and wastewater infrastructure/safety assessments. Water resource professionals are deployed to provide event specific planning and preparation for drinking water and wastewater infrastructure/safety missions. Activities may include sampling and analysis, conducting initial damage assessments, and inventorying public water supplies and publicly owned treatment works.

Drinking Water Safety/Water & Wastewater Infrastructure Assessment and Repair – Post-Declaration (Direct Federal Assistance)

This mission provides assistance to municipalities for the assessment, evaluation, and design/build response and recovery actions of drinking water and wastewater systems. Personnel are deployed to coordinate and execute all necessary assessments, evaluations, and design/build response and recovery actions. This mission will ensure the safety of drinking water and wastewater systems in the affected area in coordination with the appropriate state and federal agencies, as directed by FEMA. Design/build repair work will require leveraging existing Indefinite Delivery/Indefinite Quantity Architect/Engineering (A/E) Services contract support through the Recovery Field Office/impacted USACE District. Some EPA regions will have the contract capacity to cover repair missions through their Emergency and Rapid Response Services (ERRS) contract.

7 STAFFING & RESOURCE REQUIREMENTS

7.1 USACE Infrastructure Assessment Planning and Response Team

Water sector missions fall under the Infrastructure Assessment (IA) PRT. The IA PRT is a scalable management cell which has two main functions:

1. To augment local public works Applied Technology Council-20 (ATC-20) post-earthquake or ATC-45 post-windstorm and flood structural safety assessments during disaster response and recovery efforts;

2. The IA PRT can also be applied to manage ad hoc technical assistance missions and civil works inspections, including but not limited to electrical, mechanical, hazardous materials, water and wastewater infrastructure (e.g. treatment facilities, lift stations), geotechnical applications, and other infrastructure (e.g. roads, bridges, dams).

The USACE South Pacific Division is the national lead for the Infrastructure Assessment Planning and Response Team Program. The South Pacific Division Readiness and Contingency Operations responsibilities include, but are not limited to, mentoring and training the five participating districts listed below:

A. Alaska District – POA
B. Buffalo District – LRB
C. Charleston District – SAC
D. Sacramento District - SPK
E. Seattle District – NWS

7.1.1 IA PRT Primary Member Roles and Responsibilities

There are six primary members of the IA PRT. For the purposes of completing a water sector related mission, it is not anticipated that the Training Officer will be deployed but has been included here for completeness. A full description of each member's roles and responsibilities and relationship to one another can be found in Attachment 1.

A. ESF #3 Action Officer (AO)
B. Mission Manager (MM)
C. Mission Specialist (MS)
D. Mission Data Manager (MDM)
E. Training Officer (TO)
F. Supervisory Inspection Team Leader (SITL)

7.1.2 USACE Support Roles

There are several support elements to USACE Infrastructure Assessment missions. IA PRT Members that would most likely be utilized during a water sector mission are the IA Subject Matter Expert, water/wastewater subject matter experts and inspectors, and other USACE personnel not specifically trained for emergency response but who possess skills necessary for successful mission completion (e.g. contract specialists).

7.1.2.1 IA Subject Matter Expert (SME)

The IA Program SME must have comprehensive knowledge of all aspects of mission support requirements to foster successful operations during all phases of the emergency management cycle. Responsibilities include, but are not limited to, developing programmatic doctrine and policy/guidance (e.g. SOP, Mission Guide, Fact Sheets), training (e.g. Level II IA Training CD, biennial workshops), and assisting the PRT during disaster response either through reach-back support or augmenting the team in the field. IA Program SMEs can help to develop initial mission scope with the AO/ESF #3 TL to ensure response commensurate with the magnitude of the disaster and assistance requested. The IA Program

SME must be flexible to meet dynamic mission requirements and can be inserted into any juncture of response and recovery efforts to ensure mission progress. Often the IA Program SME will deploy to meet initial response phase requirements and then redeploy once the mission reaches steady-state operation.

IA Program SMEs work directly with the IA Action Officer/Program Manager and can interface all PRT elements, ESF #3 TL/ATL, FEMA Infrastructure Branch Chief, and other agencies participating in the response (e.g. EPA, HHS, DOE, Bureau of Reclamation). During the response phase, IA Program SMEs are positioned at the JFO to interface with the ESF #3 cell but can change locations to foster mission success.

7.1.2.2 Water/Wastewater (W/WW) SME

The W/WW SME provides guidance and instruction, and serves as a resource for identification of the safety hazards related to the type of work. Once the inspection teams are deployed, the W/WW SME will remain in the Recovery Field Office assisting the MM with mission execution and quality assurance.

The W/WW SME receives a tasking from the MM at the RFO and is responsible for coordinating with the MM to ensure that the inspectors have received a level of training commensurate with mission requirements and inspections are being performed in a manner that meets quality standards. Once the inspectors are deployed to the field, the SME can act as a Team Leader for these inspectors.

7.1.2.3 Water/Wastewater Inspectors

Personnel supporting the water/wastewater infrastructure missions will work directly with FEMA, EPA, local public works, RFO staff, and other agencies (e.g. Health and Human Services-ESF #8) pending mission assignment. Water/Wastewater personnel may be used as inspectors.

Depending on the scope of the mission assignment, inspectors must have either sufficient background to augment FEMA initial inspection capabilities (e.g. water/wastewater treatment and design, lift station repair, distribution systems, familiarity with water/wastewater standards, etc.), or additional background in order to make comprehensive assessments/recommendations on repairs. Responsibilities can further include working with the supported District Contracting Officer to coordinate design/build efforts using regional contracting capabilities. Tasks can include, but are not limited to, the following:

- sampling and analysis
- assessing initial damage of public water and wastewater systems (e.g. operational status, emergency power status/need, and physical damage)
- inventorying public water supplies and publicly owned treatment works (POTWs) within areas affected by the incident
- identifying laboratory support for water samples collected
- coordinating essential commodities (fuel, treatment chemicals, and manpower needs)
- analyzing and interpreting data
- providing oversight of drinking water and wastewater system restoration and related activities

7.2 EPA Water Sector Response

Water sector missions are carried out under EPA's Regional Incident Coordination Team umbrella and will fall under the responsibility of the Operations Section. Depending on the size of the incident, an Infrastructure Branch or Infrastructure Division/Group (Group for simplicity) may be utilized in order to stay within the proper span of control. The Branch or Group may consist of several Drinking Water and Wastewater Teams (Water Teams). The Branch Chief or Group Supervisor positions will be filled by qualified Water Team members or other qualified Key Leadership Position (KLP) trained EPA personnel. Each Team will be directed by a Team Leader. If a Group Supervisor is not assigned, the Branch Chief will coordinate with the Planning Section Chief to ensure that each Team Leader has the appropriate assignments and maps to complete their objectives. If a Group Supervisor is assigned, he/she will assume all direct coordination with the Team Leaders. The Team Leaders will coordinate daily assignments, accomplishments, resource needs, or issues encountered. The Team Leader will oversee his/her team and will ensure the documentation of progress in the field is reported daily to the Group Supervisor/Branch Chief. The Team Leader will work for and report to the Group Supervisor, Branch Chief, Operation Section Chief, or their designee.

7.2.1 Water Emergency Response Team Members

Each of EPA's 10 Regions maintains a Water Emergency Response Team (WERT) typically consisting of trained EPA Regional staff from the drinking water, wastewater, and emergency response programs. WERT members have a background and training in drinking water and wastewater systems, the Incident Command System (ICS)/National Incident Management System (NIMS), and field health and safety.

WERTs vary in size, capabilities, assigned responsibilities, and membership depending on the needs of the Region. Depending on the scope of the mission assignment, WERT tasks can include, but are not limited to, the following:

- sampling and analysis
- assessing initial damage of public water and wastewater systems (e.g. operational status, emergency power status/need, and physical damage)
- inventorying of public water supplies and publicly owned treatment works (POTWs) within areas affected by the incident
- identifying laboratory support for water sample collection
- coordinating of essential commodities (fuel, treatment chemicals, and manpower needs)
- serving as liaison to the state primacy agency, state EOC, JFO, or RFO as needed

8 PROCEDURES

8.1 Preparedness and Pre-Deployment

To ensure readiness, USACE IA PRT members receive at a minimum, USACE Civil Level I, IA Level II training, IS 100.FWa, IS 200b (for Action Officers and Mission Managers) and ICS 700a. USACE Civil Level I training reviews the USACE Concept of Operations, and Teams and Tools that are available during emergency response and recovery activities. IA Level II is specific to the Infrastructure Assessment

mission and covers preparedness, mission execution, roles and responsibilities of individual team members, reporting, coordination, mission transition and closeout activities and after action review. In addition to this training, team members are encouraged to familiarize themselves with associated mission doctrine such as the IA PRT Mission Guide, Standard Operating Procedures, and template databases and assessment forms. After being placed on alert status and prior to activation, individuals should maintain situational awareness, begin to develop an attitude of deployment by notifying family members of a pending deployment, discuss workload with their supervisor and peers, determine personal needs (e.g. packing, medications, care of family/pets, etc.), coordinate with fellow team members and review appropriate check-lists.

EPA WERT field members are trained in basic ICS and NIMS concepts (ICS 100, 200, 700, and 800), at a minimum have an understanding of basic drinking water and/or wastewater system operations, and have appropriate field health and safety training. Each EPA Region will be responsible for ensuring that field-deployed staff have received appropriate health and safety training and meet all safety requirements. Some members have had training on the use of data management software and systems, as well as advanced training including ICS 300-400, ICS 339 (Division Group Supervisor), ICS 430 (Operations Section Chief), CPR/First Aid, and sample collection. In most cases, WERT members are prepared to deploy within 48-72 hours of receipt of a mission assignment, and have prepared 'go-kits' with essential supplies, contact lists, and equipment.

For a disaster with advanced notice (e.g., cyclone) it is expected that during this time USACE and EPA will be coordinating potential mission requirements at the Regional and Headquarters levels and determining the most effective method of accomplishment. Open communication and information sharing is necessary.

8.2 Activation

8.2.1 Headquarters USACE Operations Center

The Headquarters USACE Operations Center (UOC) has four activation levels which are commensurate with mission requirements: normal, emergency watch, partial activation and full activation. The UOC will coordinate with FEMA and the Lead (supported) Division EM/Readiness office prior to activating any PRTs for deployment. The UOC will issue a tasker to the Lead Division with an information copy to the supporting District PRT for alert, activation and deployment actions.

8.2.2 USACE IA PRT District

The assignment of a PRT gives a District full responsibility to be prepared to execute an assigned mission. Each PRT will have primary responsibility for initial responses to a disaster within its Division. Outside the areas of their home division, PRTs will respond on a rotational basis as determined by the UOC. The standard for deployment is being prepared to deploy within six hours of activation. All District PRTs for IA will be informed of activation and deployment status by their Emergency Management (EM) office. Arrival at the mission site will be dependent on commercial airline schedules or availability of military transportation; however, the six-hour deployment requirement is understood by all PRT members and is agreed upon as the standard prior to training. District EM is responsible for:

1 Keeping the team informed of response deployment status to include alert, standby, and actual deployment.
2 Coordinating with the requesting Division on required team composition (as different types of missions might require varying team configurations and areas of expertise).
3 Coordinating deployment details to include travel orders, deployment location, POCs, transportation requirements and lodging.
4 Maintaining an e-mail list of IA team members (e.g. CESPK-EOC-IAPRT) and a phone list of PRT members and direct supervisors to facilitate deployment.
5 Coordinating with the District Resource Management (RM) office to ensure sufficient emergency funds are available to deploy the PRT utilizing provisions of Army Programs – Civil Works Emergency Management Programs ER 11-1-320 if necessary.
6 Supervising initial application and required subsequent updates of medical screenings for all deployable personnel. When possible this process will be facilitated utilizing ENGLink.

8.2.3 EPA HQ Emergency Operations Center

EPA will generally activate its Headquarters Emergency Operations Center (EPA HQ EOC) for incidents with multiple state and/or regional impacts. The EPA HQ EOC primarily serves as a coordination hub, and does not have an operational component. Some of the functions of the EPA HQ EOC include data analysis; development of press releases, reports and other outreach products; and liaison with the FEMA NRCC and other federal agencies.

For incidents where there are significant impacts on the water sector, the EPA HQ EOC will generally activate a Water Desk to manage water-related information flow. This EPA HQ EOC Water Desk would be the appropriate coordination point for USACE HQ incident-related communications.

8.2.4 EPA Regional Operations Center and Response Support

EPA On-Scene Coordinators (OSCs) within the EPA Emergency Response program have the primary responsibility to respond to oil and HAZMAT incidents within their EPA Regional boundaries.

Most regions have a cadre of experienced and trained staff that are available to deploy as ESF #10 liaisons in support of FEMA. For notice events, the ESF #10 liaison is normally the first EPA staffer to deploy for an incident, and that is usually into either FEMA's Region Response Coordination Center or to a nascent Initial Operating Facility (IOF)/JFO. Along with initial coordination with FEMA, other federal ESFs and the state, the ESF #10 liaison prepares the tasking and work scopes that will be funded by FEMA to then execute the federal government's mission assignments (tasks) of the response.

Operational deployment activities for a presidential declared disaster are conducted in the same manner as any response. An EPA OSC is deployed to the incident, either to the field or the FEMA JFO, to begin coordinating the response consistent with the scopes and tasks set out by FEMA and funded via a Mission Assignment.

Depending on the size of the incident a Regional Incident Coordinator (RIC) will be designated, usually the Region's Removal Manager, to begin the process of organizing the Regional Emergency Operations Center (REOC). The RIC stands up the REOC using regional personnel which may include personnel from EPA's Response Support Corps program.

If the scale of the response increases and a water sector mission assignment or sub-task is received, WERT members will be notified of activation and deployment procedures from the REOC. Typical Water Team deployment includes being prepared to deploy within 48 hours of activation for a rotational period of 2 weeks. Since many WERT members are Response Support Corps members, they are responsible for coordinating with their supervisors to get approval for deployment. Once approval is received, team members are responsible for packing proper clothing and personal supplies and coordinating with the REOC on deployment. Additional WERT members can be brought in to accomplish the water infrastructure mission assignment or sub-task as needed. EPA has established a system of back-up regions for incidents requiring additional response resources, including WERT members.

The RIC with support from REOC staff [REOC supporting staff noted in parentheses] is responsible for:

1 Keeping WERT informed of deployment status to include initial notification to determine member availability, standby, and actual deployment (Response Support Corps coordinator + RESL).
2 Coordinating with the ESF Action Officer(s) on required team composition (as different types of incidents require varying team size and areas of expertise) (RIC + Regional Management).
3 Coordinating deployment details to include travel logistics (lodging and transportation), deployment location, necessary equipment and supplies, and POCs (RESL and Logistics).
4 Coordinating with the Finance Section and appropriate ESF Action Officer(s) to ensure the mission assignment or sub-task is in place and funds are available to deploy teams. (RIC and/or deploying OSC)
5 Reviewing the health and safety and medical screening needs of all deployable personnel and ensuring all requirements are fulfilled for the required mission. (Logistics and/or Safety Officer)

Once in the field, operational activities are coordinated through Incident Command Posts (ICPs) and follow the Incident Command System. Reporting for federal water sector field activities should flow from the ICP to the REOC who will then compile EPA response situation reports for dissemination. In some cases, situation reports can be generated at the ICP and then provided to the RIC at the REOC, and/or ESF #10 liaison at the JFO for dissemination.

> BEST PRACTICE: With support of operational staff in the ICP, the REOC and the ESF #10 liaison as necessary, the Area Commander or primary lead OSC should create a data management plan for the collection, analysis and dissemination of essential elements of information to stakeholders, e.g., FEMA, ESF #3, Regional/HQ EPA management, etc.

8.3 Tasking of EPA for Water and Wastewater Support

EPA will primarily support USACE with technical assistance, such as sampling and analysis, initial damage assessments, and liaisons to local, county, and state agencies. USACE will generally take the lead on water/wastewater infrastructure repair Mission Assignments (MAs) as tasked by FEMA. However, in a number of recent cases EPA has been directly mission assigned by FEMA (with concurrence of the State) to undertake technical support for the water/wastewater mission.

8.3.1 Direct MA of EPA under ESF #10

In the event EPA is mission assigned through ESF #10 to undertake water and wastewater work, the ESF #10 liaison at the RRCC, IOF, or JFO will establish direct contact with the regional USACE ESF #3 or other liaison in order to provide situational awareness and to initiate discussion of coordination needs.

When a need is identified for assisting the state on a water/wastewater infrastructure issue, the EPA regional ESF #10 liaison will work with the ESF #3 TL, the state and FEMA as appropriate to develop a Resource Request Form (RRF). Language from the applicable Water/Wastewater Pre-Scripted Mission Assignments may be used for this purpose.

If EPA is directly assigned water sector MAs through ESF #10, EPA will report mission progress through ESF #10 and also provide courtesy copies to ESF #3 for situational awareness.

8.3.2 Sub Tasking of EPA under ESF #3

In the event EPA is sub-tasked by USACE and deploys resources to support the mission, a liaison(s) to the USACE Infrastructure Assessment PRT or ESF #3 Team Leader/Assistant Team Leader shall be identified, [in most cases this liaison will be the ESF #10 liaison discussed above] and situated at either or both the JFO and RFO, as appropriate. This liaison will facilitate team coordination, communication and reporting.

1. Prior to a major disaster with advance notice (e.g. cyclone) or following a major disaster without advance notice (e.g. earthquake), the USACE Headquarters Office of Homeland Security (OHS), or the ESF #3 Team Leader at the NRCC, will initiate contact with the ESF #10 Desk, if known, or contact the EPA Regional 24-hour number or, if unavailable, the EPA HQ EOC (24 hour # 202-564-3850). The ESF #3 Team Leader will keep the ESF #10 desk representative informed of response activities as appropriate.

2. The ESF #3 Team Leader (TL) and/or Infrastructure Assessment (IA) Action Officer (AO) at the RRCC, IOF, or JFO will establish direct contact with the EPA liaison in order to provide situational awareness and to initiate discussion of coordination needs.

3. When a need is identified for assisting the state on a water/wastewater infrastructure issue, the ESF #3 TL (RRCC, IOF or JFO) will work with the EPA liaison, the state and FEMA as appropriate to develop a Resource Request Form (RRF). Language from the applicable Water/Wastewater Pre-Scripted Mission Assignments may be used for this purpose.

4. When FEMA assigns the MA, the TL will coordinate with EPA to develop a sub-task form (example in Attachment 2) that defines the portion of work to be executed by EPA.

5. Once the MA and a copy of the sub-task form are issued to the supported USACE District, the supported USACE District will issue a Military Interdepartmental Purchase Request (MIPR/DD Form 448) with a copy of the sub-task to the appropriate EPA region (EPA must receive both forms). The recipient of this package will be the EPA MA Action Officer who will ensure it is sent to the appropriate regional personnel, including the regional finance office (Attachment 3).

The USACE District will call the EPA MA Action Officer to tell them the MIPR has been sent. Some EPA regions will also require an Interagency Agreement (example in Attachment 4).

The EPA regional finance office has the primary responsibility for ensuring the MIPR/sub-task funding package is forwarded to the EPA Cincinnati Finance Center (CFC). The regional finance point of contact will provide an electronic or faxed copy of the documentation along with the appropriate EPA paperwork (Emergency Funding Authorization or EPA 1610-1 IAG form). The CFC will assign reimbursable accounting to identify costs associated with this work. Once expenses are incurred, CFC will submit invoices to USACE.

6. EPA will submit an SF1080 invoice each month to the USACE District or Division that sent the MIPR with the proper documentation that identifies the cost. At the time of the sub-task issuance, USACE will provide EPA further information regarding the need for any additional supporting documentation. Following physical completion of the mission, the CFC will submit proper documentation to the USACE District or Division that sent the MIPR in order to fiscally closeout the mission. The EPA invoice must have documentation that supports all costs incurred before reimbursement can be made by USACE. If EPA is already set up for Intergovernmental Payment and Collection (IPAC) with USACE and the supporting documentation has not been provided within the required timeframe, a chargeback will occur.

8.4 Mission Execution

Initial damage assessments are typically conducted by local authorities. These assessments will help to provide baseline objectives for response and recovery efforts and will assist state and federal agencies with determining potential needs and mission assignments. FEMA may elect to deploy Subject Matter Experts/Action Officers, i.e., ESF #10 liaison to assist with mission scoping during this time.

Once a PRT is deployed and additional information is gathered through onsite assessments, meetings with local and state stakeholders and other responders, further refinement to the mission assignment might occur and will give the team a better understanding of resource requirements.

Initially, the Action Officer/IA SME scopes the total mission and develops a mission assignment with FEMA in the Joint Field Office. This process may include input from an SME and Mission Manager, particularly if the pre-declaration pre-scripted mission assignment was implemented. The Mission Manager then takes direction from the Action Officer on support requirements and procures the required personnel and materials to the field operation areas. The Mission Specialist assists the Mission Manager and tracks personnel and completed inspections and is responsible for providing information for the daily situation report. If a Mission Data Manager is deployed, the Mission Specialist works closely with the Mission Data Manager to provide Essential Elements of Information (EEIs) and other relevant data for daily situation reports. The Mission Manager, Specialist and Data Manager also need to be prepared to provide other information as necessary to support data requests and allay concerns with respect to mission progress and local-specific issues. Qualified/trained inspectors will be requested for the mission and work under the guidance of the W/WW SME. These individuals might either be USACE personnel or EPA personnel. It would not be unreasonable to expect multi-agency assessment teams

composed of federal, state and local entities. Flexibility to accommodate changes in mission requirements is essential.

8.5 Reporting

USACE and EPA expect to coordinate concerning their respective activities in support of response and recovery efforts associated with drinking water and wastewater infrastructure. Coordination and situation updates at DHS/FEMA operational structures such as the Joint Field Office, Regional Response Coordination Center, and National Response Coordination Center should be reported by USACE through ESF #3, including reporting for activities sub-tasked to EPA. In the event DHS/FEMA elects to directly assign water sector MAs to ESF #10, EPA will report mission progress through ESF #10 and provide ESF #3 a courtesy copy for situational awareness.

8.6 Mission Safety

The USACE Safety and Occupational Health (SOH) Office in the impacted District will be temporarily staffed with additional safety, industrial hygiene, and medical personnel as necessary to ensure a comprehensive safety and occupational health program, per EM 385-1-1. The SOH cadre supports safety and occupational health requirements in the RFO. If a RFO is not established, the impacted District shall establish an emergency operations safety office (minimum staffing to include a safety manager and administrative support person) dedicated totally to emergency operations. The MM will complete a mission specific Activity Hazard Analysis (AHA) and will review the Position Hazard Analysis (PHA) prior to beginning field inspections per IA PRT Standard Operating Procedures.

All EPA ICPs will have a Safety Officer (SO) and or an assistant Safety Officer (ASO). All health and safety is managed by this SO. The SO will also have training records, job aids, job safety analysis, and hazard analyses available for EPA personnel.

8.7 Transition and Close-Out

The MM will develop a PRT transition and mission closeout plan to foster a smooth hand-off to subsequent PRTs, as necessary, as well as identify actions required to phase down personnel and inspection/repair efforts until physical completion of the mission. This plan should be presented in a timeline format, indicating mission milestones and the proposed drawdown and re-deployment of all mission related personnel. The plan will also estimate times for compiling and submitting all mission documentation and files to the impacted District Emergency Operations Center for archival purposes. The plan will identify completion deadlines for all after action requirements of the RFO.

If under a direct MA, EPA will coordinate with the state(s) on transition activities and a closeout plan. If sub-tasked by USACE, EPA will report the state's status to USACE to determine mission closeout.

9 AFTER ACTION REVIEW

An important part of any mission is the self-assessment and review of the team performance during the event. Development of written lessons learned and analysis of corrective actions is the responsibility of

every team member. The goal of this effort is to provide a collective memory of successes and failures, which can be eventually integrated into training of future mission teams. The Corps of Engineers Remedial Action Program (CERAP) team may solicit unbiased observations and recommendations during and after the event. Team members are to provide lessons learned/After Action Review (AAR) comments prior to redeployment but may also submit comments germane to the mission after returning to their duty station. Comments can be provided to Mission Manager, Action Officer, or other appropriate team leaders; or submitted directly to the CERAP AAR database located in ENGLink under the event tab.

EPA similarly develops After Action Reports following incident responses. Relevant findings from these reports will be shared with USACE once finalized.

Attachment 1: Infrastructure Assessment Planning and Response Team Roles and Responsibilities

ACTION OFFICER (AO)

The AO works in the ESF #3 element in the JFO and reports to the ESF #3 Team Leader and FEMA staff.

Responsibilities

The AO will fully coordinate the mission requirements with the local government, state, FEMA, and the other ESFs to determine the total scope of the mission. This coordination is vital in determining the target-affected population with ESF #6, quantities of FEMA, state and locally supplied inspectors through ESF #5, Emergency Management, and personnel requirements for completing the inspections. Once the mission scope is determined, the AO will coordinate with FEMA in writing the mission assignment and obtain funding authority for the mission. The AO, representing the ESF #3 cell, then tasks the RFO to provide the required number of qualified personnel for training at the assigned training site location. It is the responsibility of the AO to fully coordinate all actions with the RFO Mission Manager, RFO EOC and FEMA. The AO is responsible for supporting JFO and RFO reporting requirements. The AO writes an AO report daily for the ESF #3 TL. It is the responsibility of the AO in coordination with the ESF #3 Team Leader to provide FEMA a closeout letter upon physical completion of the mission.

Relationships

The AO represents the ESF #3 authority to task the RFO. The IA AO is the USACE liaison with FEMA and all JFO agencies for the IA mission and serves as the single point of contact at the JFO for all activities pertaining to the assigned mission. In addition, the AO will serve as the primary liaison between the JFO and RFO on all activities relating to mission execution. This includes tasking the RFO for required actions; assuring quality personnel are deployed in a timely manner and trained professionally to meet the requirements of the mission assignments, and assuring that the mission is being properly executed. The AO works with the MM on specialized issues to ensure appropriate actions are accomplished. They must work very closely as a team to execute effectively. The AO is responsible for coordinating with any other agencies to expedite solutions to any problems that interfere with the IA mission. The AO is responsible for resolving any state and federal issues that slow or hinder mission execution.

MISSION MANAGER (MM)

The MM works in the RFO for the RFO Commander.

Responsibilities

The MM is responsible for the execution of the inspection mission, development of databases and cost estimates, coordinating the personnel procurement process, coordinating the required materials procurement process, scheduling, tracking of personnel, and reporting. The MMs primary role is to manage mission personnel requirements, provide the required materials and equipment and insure timely arrival at the field operations areas. The MM must coordinate with state and local governments

to determine the appropriate locations where training will be conducted and inspection teams can receive their inspection assignments. It is the responsibility of the MM to insure that the inspectors in the field have all required materials and equipment. The MM is also responsible for coordinating with other PRTs that may be affected by the progress of the inspections.

Relationships

The MM must be familiar with the inspection process and have the ability to communicate mission requirements to Human Resources, Engineering, Emergency Management, Public Affairs, Safety, and other District elements. The MM obtains the required personnel and materials for field operations to ensure proper mission execution. The MM serves as the RFO Commander's primary POC for all mission execution activities.

MISSION SPECIALIST (MS)

The Mission Specialist (MS) works in the RFO and assists the MM.

Responsibilities

The MS's responsibility is to assist the MM. The MS's primary role is reporting, maintaining a database/listing of pertinent information related to the IA mission, and serving as back up for the MM. The MS is responsible for writing the input for the daily Situation Report (SITREP) related to all IA execution activities. The MS works closely with the Mission Data Manager (MDM) and must be able to manage the mission data in the event that the MDM is not deployed.

Relationships

Mission Specialist relationships mirror those of the Mission Manager. The MS works closely with both the MM and MDM, and serves as the RFO Commander's secondary POC for all mission execution activities.

MISSION DATA MANAGER (MDM)

The MDM works primarily in the RFO with the MS and MM.

Responsibilities

The MDM will take direction on data management needs for the mission. The MDM will normally manage an existing data management system, but should be prepared to modify the system, augment existing databases, or create a new system as needed to support specific mission requirements. The MDM should also have a basic knowledge of the inspection process to be able to ensure mission data quality. Additionally, the MDM must also maintain data integrity and prevent data loss. Periodic Quality Assurance (QA) checks should be performed on the database to rectify data transcription errors, record loss during input or upload, and errors associated with filling out hard copy forms (e.g. transposing GPS coordinates). The MDM will also develop the data management system to provide Essential Elements of

Information (EEI) output for situation reports, and produce other products such as maps that will indicate houses inspected, number of red-tagged buildings by municipality, etc.

Relationships

The MDM works closely with the MM and MS to provide information that bears on situation reports. MDMs may also interface with respective data management personnel at the local level to ensure data requirements are being met. GIS personnel may also receive input from the MDM in order to help produce map products. The MDM will further assist with transitions and mission close-out activities.

ATC-20/45 TRAINING OFFICER (TO)

The ATC-20/45 TO supports rapid inspection training requirements and works in the RFO for the Mission Manager.

Responsibilities

The TO's responsibility is to train individuals to inspect buildings for safety of occupancy or for restricted use after a major disaster in accordance with the procedures and guidelines for the building safety evaluation process known as ATC-20 Procedures for Post-Earthquake Safety Evaluation of Buildings, ATC-20-1 Field Manual: Post Earthquake Safety Evaluation of Buildings ATC-26-3A Field Manual: Post Flood and Wind Storm Safety Evaluation of Postal Buildings, and ATC-45 Field Manual: Safety Evaluation of Buildings after Wind Storms and Floods.

The TO's primary role is to insure that each individual is trained in all aspects of structural safety assessment and the safety hazards associated with this type of work. The TO should ensure that each trained two-person field inspection team receives a copy of ATC-20-1, ATC-26-3a, or ATC-45 for field use during the actual field evaluations. Once all training has been performed, the TO will augment the inspection effort by becoming a member of the Specialty Inspection Team at the discretion of the MM.

Relationships

The TO receives tasking from the MM at the RFO. It is the TO's responsibility to coordinate all training requirements and location and set up the training facility with the MM. The TO supports the MM by providing status reports concerning the schedule and number of individuals trained.

SUPERVISORY INSPECTION TEAM LEADER (SITL)

The SITL works at the Emergency Field Office (EFO) under the direction of the MM.

Responsibilities

The SITL's responsibility is to coordinate daily inspection schedules with the state or local entity, coordinate with the Inspector Team Leaders (ITL) to accomplish the inspections and provide status reports. The SITL assists with procurement of ITLs and may fill ITL positions using qualified inspectors. The SITL will continually coordinate with the ITLs to insure that all inspections are completed in an

efficient, timely, and safe manner. The SITL may be called upon to resolve any questions or problems that may arise from the evaluations. The SITL will also coordinate with the state or local governments during the evaluation process. The SITL must work closely with the ITL and TO to ensure that the training provided is in accordance with state and local government requirements. (For example, some localities may use bilingual placards or other special procedures.)

Relationships

The SITL receives tasking from the MM. It is the SITL's responsibility to coordinate inspection requirements with the MM and ITLs. The SITL provides the MM a consolidated report on status of ongoing and completed inspections. The SITL also serves as the SITL for the specialty inspection teams, unless the mission has expanded beyond the basic organization of 50 two-person teams.

Attachment 2 - Example ESF Mission Assignment Sub-Tasking Request Form

ESF MISSION ASSIGNMENT SUBTASKING REQUEST

FEMA-Assigned MA Number: COE-SWD-01 **ESF Primary Agency: USACE**

Subtasked Agency: EPA Region VII **State: KS** **Disaster No.: 1711-DR-KS**

Tasking Statement/Statement of Work:
Provide Techincal assistance in conjuction with KDHE for evaluation of water and wastewater treatment facilities in the following Kansas counties: Montgomery, Labette, Chautauqua, Wilson, Neosho, Franklin, Miami. Coordinate with FEMA OPS chief and KDHE for specific cities. Potential locations include: Fredonia, Coffeyville, Independence, Longton, Altoona, Neodasha, Elk City, Dearing, Erie, St. Paul, Osawatamie, Princeton. Consult with KDHE and advise FEMA as to status of facilities and any repairs required with estimated time of facility's return to service. The support functions or technical assistance provided by EPA will be performed within the limits of EPA's authorities.

Project Completion Date: 30 September 2007 **Authorized Funding:** $50,000.00

Reimbursement Procedur Upon completion of scope of work, the subtasked Federal agency will submit a SF 1081, or other approved Treasury form to request reimbursement, detailing expenditures and activities to:

U.S. Army Corps of Engineers, Tulsa District, ATTN: CESWT-OD-EM (ESF Primary Agency)

1645 S. 101st E. Ave, Tulsa, OK 74128-4609 (Address)

The ESF primary agency will:

(1) Review the reimbursement request and recommend approval or disapproval within 10 workdays of receipt.
(2) Return approved reimbursement requests to subtasked agencies that use the Intra-governmental Payment and Collection (IPAC) system for transaction processing and simultaneously forwarding supporting documentation to the DFC.
(3) Forward approved reimbursement requests from non-IPAC agencies to the Disaster Finance Center. The Disaster Finance Center will send payment directly to the subtasked agency for non-IPAC agencies.

Statutory Authority: Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C 5121-5201.

Authorizing Officials:

The work described in the above tasking statement will be completed in support of the Federal Response Plan.

_____ _____
Date

_____ _____
Peter Navesky, ESF-3 Team Leader Date

Following signatures please provide information copy to FEMA MAC and Project Officer.

Attachment 3 - Sending the MIPR (with copy of MA sub-tasking) to EPA

The ESF #3 Team Leader sends the MA/sub-tasking to the USACE District to prepare the MIPR. Once prepared, the USACE District should send the MIPR to:

(1) The ESF #10 desk at the RRCC or JFO, if EPA is already deployed to the RRCC or JFO.

(2) The REOC, if EPA is not already deployed to the ESF #10 position. The USACE District should also call the EPA Regional 24-hour Duty Officer to tell them the MIPR has been sent.

EPA Regional 24-Hour Duty Officer E-Mail	
EPA Region	**REOC E-mail Address**
1	rrc.r1@epa.gov
2	r2_rrc@epa.gov
3	rrc.r3@epa.gov
4	R4DutyOSC@epa.gov
5	r5eoc@epa.gov
6	r6_rrc@epa.gov
7	r7_rrc@epa.gov
8	rrc.r8@epa.gov
9	r9_rrc@epa.gov
10	r10_rrc@epa.gov

Attachment 4 – Example EPA Interagency Agreement

United States Environmental Protection Agency
Washington, DC 20460

Interagency Agreement/ Amendment

Part 1 - General Information

1. EPA IA Identification Number
RW-96-95853301 - 0

2. Funding Location by Region EPA R8

3. Other Agency IA ID Number (if known)

4. Awarding Office
IASSC West

5. Type of Action
New

6. IA Specialist:
Rhonda Snoddy
206-553-6360
snoddy.rhonda@epa.gov

7. Name and Address of EPA Organization
US Environmental Protection Agency
IASSC West
1200 Sixth Avenue, Suite 900, OMP-145
Seattle, WA 98101

8. Name and Address of Other Agency
U.S. Army Corps of Engineers
Omaha District / 1616 Capitol Ave.
Omaha, , NE 68102-9200

9. DUNS: 029128894

10. BETC: COLL

11. DUNS: DOD966503

12. BETC: DISB

13. Project Title and Description
Assessments of flood damaged wastewater and water treatment facilities.

Perform assessments of flood damaged wastewater and water treatment facilities. The state will prioritize locations to be assessed. Recommendations will be provided to the state from these assessments.

14. EPA Project Officer (Name, Address, Telephone Number)
Mike Zimmerman
1595 Wynkoop Street
Denver, CO 80202-1129
303-312-6828
E-Mail: Zimmerman.Mike@epa.gov
FAX:

15. Other Agency Project Officer (Name, Address, Telephone)
Amy Amua-Sekys
Omaha District / 1616 Capitol Ave.
Omaha, , NE 68102-9200
402-995-2980
E-Mail: amy.l.amuaskeys@usace.army.mil
FAX:

16. Project Period: 09/18/2013 to 10/18/2013

17. Budget Period: 09/18/2013 to 10/18/2013

18. Scope of Work (See Attachment)
Scope of Work is attached

19. Employer/Tax ID No. 520852695

20. CAGE No: 347A4

21. ALC: 68-01-0727

22. Statutory Authority for Transfer of Funds and Interagency Agreement
Robert T. Stafford Disaster Relief and Emergency Assistance Act; as amended

23. Other Agency Type
Federal Agency

24. Revise Reimbursable Funds and Direct Fund Cites (only complete if applicable)

	Previous Funding	This Action	Amended Total
Revise Reimbursable (in-house)			0
Direct Fund Cite (contractor)			0
Total			0

Funds	Previous Amount	Amount This Action	Total Amount
25. EPA Amount			$0
26. EPA In-Kind Amount			$0
27. Other Agency Amount		$50,000	$50,000
28. Other Agency In-Kind Amount			$0
29. Total Project Cost		$50,000	$50,000

30. Fiscal Information

Treas. Symbol	DCN	FY	Appropriation	Budget Org	PRC	Object Class	Site/Project	Cost Org	Ob/De-Ob Amt
		1314	BR	08L0XEJ	303DC6	0			43,999
		1314	BR	08L0ZEJ	303DC6	0			6,001
									50,000

Part II - Approved Budget

EPA IAG Identification Number: RW-96-95853301 - 0

31. Budget Categories	Itemization of All Previous Actions	Itemization of This Action	In-Kind Itemization of This Action	Itemization of Total Project Cost to Date
(a) Personnel		$33,999		$33,999
(b) Fringe Benefits				$0
(c) Travel		$5,000		$5,000
(d) Equipment				$0
(e) Supplies		$5,000		$5,000
(f) Procurement / Assistance				$0
(g) Construction				$0
(h) Other				$0
(i) Total Direct Charges	$0	$43,999	$0	$43,999
(j) Indirect Costs:	$0	$6,001	$0	$6,001
Charged - Amount Rate: 13.64% Base: $ Not Charged: Funds-In: Not charged by EPA Amount $				
(k) Total (EPA Share 0.00 %) (Other Agency Share 100.00 %)	$0	$50,000	$0	$50,000

32. How was the IDC Base calculated?

33. Is equipment authorized to be furnished by EPA or leased, purchased, or rented with EPA funds? ☐ Yes ☒ No
(Identify all equipment costing $1,000 or more)

34. Are any of these funds being used on Procure/Assistance agreements? ☐ Yes ☒ No

Type of Procure/Assistance Agreement

Contractor/Recipient Name (if known)	Total Procure/Assistance Amount Under This Project	Percent Funded by EPA (if known)
	Total $ 0.00	

Part III - Funding Methods and Billing Instructions

35. **(Note: EPA Agency Location Code (ALC) - 68010727)**

☐ Disbursement Agreement

Request for repayment of actual costs must be itemized on SF 1080 and submitted to the Financial Management Office, Cincinnati, OH 45268-7002:

☐ Repayment ☐ Monthly ☐ Quarterly ☐ Upon Completion of Work

☐ Advance

Only available for use by Federal agencies on working capital fund or with appropriate justification of need for this type of payment method. Unexpended funds at completion of work will be returned to EPA. Quarterly cost reports will be forwarded to the Financial Management Center, EPA, Cincinnati, OH 45268-7002.

☐ Allocation Transfer-Out

Used to transfer obligational authority or transfer of function between Federal agencies. Must receive prior approval by the Office of Comptroller, Budget Division, Budget Formulation and Control Branch, EPA Hdqtrs. Forward appropriate reports to the Financial Reports and Analysis Branch, Financial Management Division, PM-226F, EPA, Washington, DC 20460.

36. ☒ Reimbursement Agreement ☒ Repayment ☐ Advance
☐ Allocation Transfer-In

Other Agency's Billing Address (include ALC or Station Symbol Number)	Other Agency's Billing Instructions and Frequency
00008735	Quarterly

Part IV - Acceptance Conditions	EPA Identification Number
	RW-96-95853301 - 0

37. Terms and Conditions, when included, are located at the end of the 1610-1, or as an attachment.

Part V - Offer and Acceptance

Note: A) For Fund-out actions, the agreement/amendment must be signed by the other agency official in duplicate and one original returned to the Grants and IA Management Division for Headquarters agreements or to the appropriate EPA Regional IA administration office within 3 calendar weeks after receipt or within any extension of time that may be granted by EPA. The agreement/amendment must be forwarded to the address cited in item 29 after acceptance signature.

Failure to return the properly executed document within the prescribed time may result in the withdrawal of offer by EPA. Any change to the agreement/amendment by the other agency after the document is signed by the EPA Award Official, which the Award Official determines to materially alter the agreement/amendment, shall void the agreement/amendment.

B) For Funds-In actions, the other agency will initiate the action and forward two original agreements/amendments to the appropriate EPA program office for signature. The agreements/amendments will then be forwarded to the appropriate EPA IA administration office for signature on behalf of the EPA. EPA will return one original copy after acceptance returned to the other agency after acceptance.

EPA IA Administration Office (for administrative assistance)	EPA Program Office (for technical assistance)
38. Organization/Address U.S. Environmental Protection Agency IASSC West 1200 Sixth Avenue, Suite 900, OMP-145 Seattle, WA 98101	**39. Organization/Address** US Environmental Protection Agency R8 - Region 8 1595 Wynkoop Street Denver, CO 80202-1129

Award Official on Behalf of the Environment Protection Agency

40. Digital signature applied by EPA Award Official | Armina K. Nolan - Manager - Grants and Interagency Agreements Unit	Date
	09/19/2013

Authorizing Official on Behalf of the Other Agency

41. Signature	Typed Name and Title	Date
	Win Hargis, Action Official, see Emergency Funding Authorization for Authorized Signature.	09/18/2013

Administrative Conditions

1. **Resolution of Disagreements**

Should disagreements arise on the interpretation of the provisions of this agreement or amendments and/or revisions thereto, that cannot be resolved at the operating level, the area(s) of disagreement shall be stated in writing by each party and presented to the other party for consideration. If agreement or interpretation is not reached within 30 days, the parties shall forward the written presentation of the disagreement to respective higher officials for appropriate resolution.

If a dispute related to funding remains unresolved for more than 30 calendar days after the parties have engaged in an escalation of the dispute, disputes will be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10, available at http://www.fms.treas.gov/tfm/index.html.

2. **Cost Collection Upon Cancellation**

If the IA recipient cancels the agreement, the Environmental Protection Agency is authorized to collect costs incurred prior to the cancellation of the agreement, plus termination costs, up to the total payment amount provided for under the agreement.

END OF DOCUMENT